Processes: Plan the Organization
Sub-Processes: Plan the Org: Position Formation

HRMS Training Documents

# **Position Compensation - Maintain**

PO13

# **Change History**

Update the following table as necessary when this document is changed:

Date	Name	Change Description
12/27/04	Farrell	Script standards
12/20/05	Chylynn Hansel	Edits

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Title: Position Compensation - Maintain Processes : Plan the Organization Sub-Processes : Plan the Org: Position Formation

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### **Purpose**

Use this procedure to update position compensation.

### **Trigger**

Perform this procedure when the compensation on a position needs to be changed from the default.

### **Prerequisites**

Appropriate position compensation elements are available.

### Menu Path

Human Resources → Organizational Management → Expert Mode → Position

#### **Transaction Code**

PO13

### **Helpful Hints**

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description		
	Example: Make an entry in all required fields.  Action: Fix the problem(s) and then click (Enter) to proceed.		
Warning	Example: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.  Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.		
Confirmation or or	Example: Save your entries.  Action: Perform the required action to proceed.		

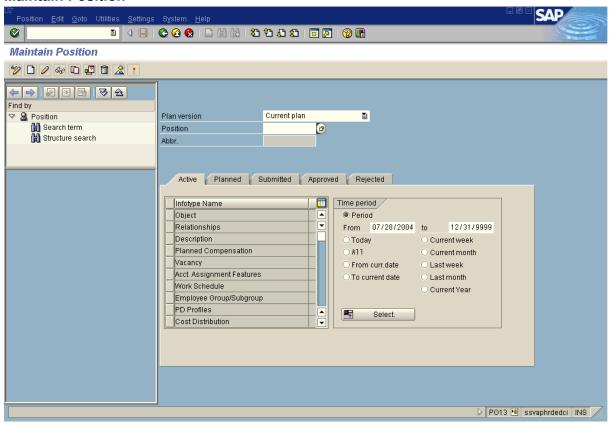
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#### **Procedure**

1. You have started the transaction using the menu path or transaction code.

### **Maintain Position**



**2.** As required, complete/review the following fields:

Field Name	R/O/C	Description
Position	R	This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization.
		<b>Example:</b> 60000285

3. Click (Enter).

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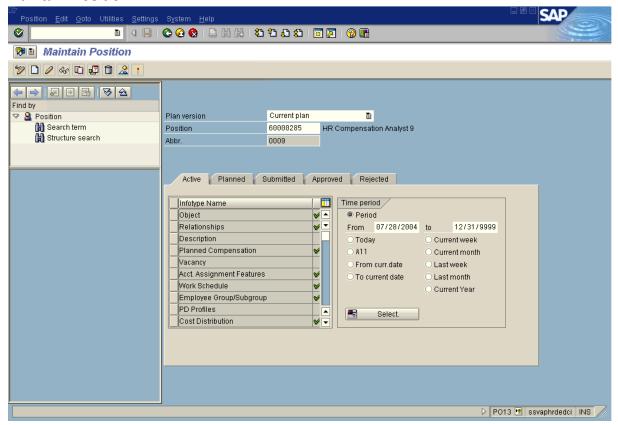
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### **Maintain Position**



4. Click Planned Compensation

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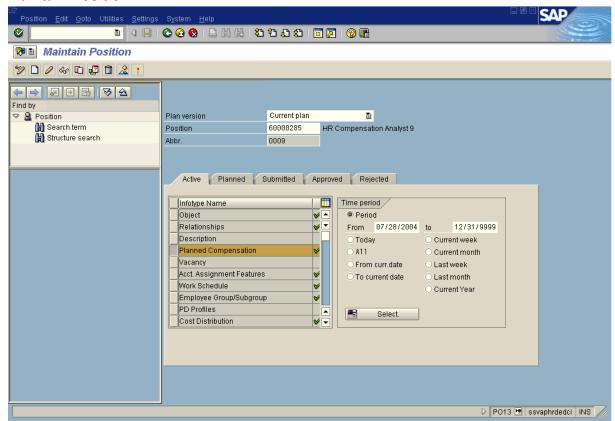
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### **Maintain Position**



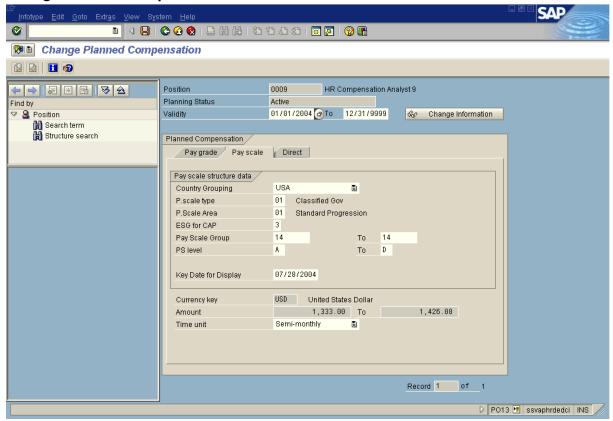
Click (Copy). 5.

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### **Change Planned Compensation**



### **6.** As required, complete/review the following fields:

Field Name	R/O/C	Description
Validity	R	The validity period is defined as beginning on the start date and ending on the end date.
		<b>Example:</b> 1/1/2004
Pay Scale Group	R	The pay scale group is designated by the wage type and the associated low and high values describing an annual salary. For example, a wage type represents an employee's annual salary. The lower and upper limits of \$30,000 and \$42,000 are also associated with the wage type completing the description of the pay scale group.  Example: 15 (new range)
То	R	It specifies the end date of a record, transaction, or search. <b>Example:</b> 15 (new range)

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Field Name	R/O/C	Description
PS level	R	The Pay Scale Level is the step within a range for compensation. <b>Example:</b> A
То	R	It specifies the end date of a record, transaction, or search. <b>Example:</b> K

- 7. Click (Enter).
- 8. Click (Save).



A box will appear asking you if you would like to delimit the previous record. Select "Yes".

**9.** You have completed this transaction.

### Result

You have successfully updated position compensation.

# **Comments**

None.

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